
ATTORNEY SUPERVISORS' SEMINAR

**January 23-25, 2001
Columbia, South Carolina**

AGENDA

TUESDAY, JANUARY 23 , 2001

8:00 - 8:30 a.m. Salon B	REGISTRATION
8:30 - 8:45 a.m.	ADMINISTRATIVE ANNOUNCEMENTS AND OPENING REMARKS
8:45 - 9:15 a.m.	INTRODUCTION TO THE SEMINAR AND SEMINAR PARTICIPANTS
9:15 - 9:45 a.m.	THE JOB OF ATTORNEY SUPERVISORS
9:45 - 10:00 a.m.	BREAK
10:00 - 11:00 a.m.	THE JOB OF ATTORNEY SUPERVISORS (continued)
11:00 - 11:45 a.m.	FROM ATTORNEY TO ATTORNEY SUPERVISOR: PROBLEMS IN TRANSITION
11:45 - 12:45 p.m.	LUNCH
12:45 - 1:15 p.m.	ASSESSING THE EFFECTIVENESS OF ATTORNEY SUPERVISORS
1:15 - 2:45 p.m.	MOTIVATIONS TO PRACTICE LAW AND TO SUPERVISE
2:45 - 3:00 p.m.	BREAK
3:00 - 5:00 p.m.	CHOOSING A LEADERSHIP PATTERN
5:00 p.m.	RECESS/RECEPTION

WEDNESDAY, JANUARY 24, 2001

8:30 - 9:30 a.m.	CONTROLLING THE WORK OF THE OFFICE
9:30 - 10:00 a.m.	MOTIVATION: WHAT IT IS AND HOW TO GET IT
10:00 - 10:15 a.m.	BREAK
10:15 - 11:15 a.m.	MOTIVATION: WHAT IT IS AND HOW TO GET IT (continued)
11:15 - 12:00 p.m.	CASE STUDIES IN MOTIVATION
12:00 - 1:30 p.m.	LUNCH
1:30 - 2:30 p.m.	CASE STUDIES IN MOTIVATION (continued)
2:30 - 3:15 p.m.	THE X-Y MANAGEMENT SIMULATION
3:15 - 3:30 p.m.	BREAK
3:30 - 4:30 p.m.	GIVING ASSIGNMENTS AND CONSTRUCTIVE CRITICISM
4:30 - 4:40 p.m.	BREAK
4:40 - 5:00 p.m.	GIVING ASSIGNMENTS AND CONSTRUCTIVE CRITICISM (continued)
5:00 p.m.	RECESS

THURSDAY, JANUARY 25, 2001

8:30 - 10:00 a.m.	PERSONALITY, DECISION MAKING AND LEADERSHIP
10:00 - 10:15 a.m.	BREAK
10:15 - 11:15 a.m.	PROBLEMS IN PERFORMANCE APPRAISAL AND CASE/WORK PLANNING AND PROGRESS REVIEWS

11:15 - 11:50 a.m.	PUTTING MANAGEMENT PRACTICES TO WORK BACK HOME
11:50 - 12:00 p.m.	CONCLUDING COMMENTS AND COURSE EVALUATION
12:00 p.m.	CLE/EVALUATIONS AND ADJOURNMENT